



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-HR

2016 .06. 28

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter # 90, Curtailment of Overseas Tours

1. Reference's:

a. DoD, Joint Travel Regulations, Chapter 5: Permanent Duty Travel, Part B: Civilian Employees Only/Section 11d: Service Agreements (Tour of Duty Requirements), C5884, 1 Oct 14.

b. DoD, Joint Travel Regulations, Chapter 5: Permanent Duty Travel Part L: Service Agreements/Section 5: Agreement Violation, C5576, 1 Apr 08.

c. DoDI 1400.25, Volume 1230, DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights 26 Jul 12

d. AR 690-300, Chapter 301, Overseas Employment, 15 Oct 87.

2. Purpose: To establish criteria for granting a curtailment of overseas tours.

3. Applicability: All Appropriated Fund (APF) Department of the Army Civilian (DAC) Appropriated Fund (AF) personnel assigned to USAG Daegu in Area IV.

4. General:

a. The date eligible to return from overseas (DEROS) is important to the Garrison's succession planning and strength management systems. It is the key element in replacement forecasting, vacancy announcement, identification and selection process. Civilian employees provide invaluable experience, expertise and continuity. Management of the civilian workforce is especially important in the overseas area where the tours are limited. Consequently, command expectation is that each civilian employee will serve their complete tour of duty. The standard tour of duty for civilian employees in Area IV is 36 months for an initial overseas tour, and 24 months for any subsequent tour extension.

5. Policy:

a. Effective 16 March 2016, all requests for tour curtailment will be closely monitored; and, only approved on a case by case basis by the approving authority, the Deputy to the Garrison Commander (DGC). Employees requesting a tour curtailment within the first 12 months of permanent change of station (PCS) will be liable for all travel and transportation allowances and cost associated with the move to and from OCONUS. Employees requesting a tour curtailment before their complete tour of duty is fulfilled (12-36 months) will be liable for all travel and transportation allowances and cost associated with the move from OCONUS. Employees requesting a tour curtailment before completing a tour extension will be liable for all Renewal Agreement Travel (RAT) and transportation allowances and cost associated with the government paid trip to and from OCONUS.

b. Exceptions: Exceptions are not automatic and must be for reasons acceptable to the approving authority IAW with JTR, Vol 2, C5884. The Deputy to the Garrison Commander is the approval/disapproval authority. Some examples of exceptionable reasons for release from tour of duty requirements include:

- 1) Illness
- 2) Release for the government's convenience
- 3) Unforeseen emergencies that require employee's immediate presence in CONUS.
- 4) Extreme personal hardship for circumstances beyond employee's control
- 5) Significant changes in employee's employment situation.

c. Tour Curtailment. Requests for tour curtailment will include the following (Appendix B):

- 1) Staff Summary Sheet
- 2) Memo Request For Curtailment of Overseas Tour
- 3) Supporting documentation
- 4) Succession Plan


6. Procedure:

a. Management Directed. Supervisor may consider curtailing an employee's tour IAW reasons aforementioned in paragraph 5b. When a decision is made to curtail an employee's tour, the supervisor informs the employee in writing of the reason for the curtailment, and request signature on a Notice of Curtailment of Overseas Tour Memo (Appendix A). Maximum notification of no less than 45 days, will be given to the employee for out-processing successfully. Supervisors will prepare and submit to the approving authority, request to curtail the employee's tour, support documentation (if any), and a succession plan to address the staff challenges resulting from the request for tour curtailment.

b. Employee Initiated. Employee should discuss their request for tour curtailment with his/her immediate supervisor and then submit a written request, which includes the reasons for the request. If the employee has been in the overseas theater for less than one year, he/she will also need to request a release from his/her transportation agreement. Supervisors will review tour curtailment request and forward the request, supporting documentation, and succession plan with their recommendation to the Directorate of Human Resource (DHR) for review and action.

c. Command. All requests for tour curtailment will be approved/disapproved by the DGC. Managers/employees will be informed in writing of the decision.

7. The point of contact for this memorandum is the Directorate of Human Resource, USAG Daegu at DSN 768-6922.


K TED STEPHENS
COL, AR
Commanding

DISTRIBUTION:

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US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

Office Symbol

Feb 16

MEMORANDUM FOR Name of Employee, Job Title, PP-SR-GD, Organization address
Unit #, APO AP

SUBJECT: Notice of Curtailment of Overseas Tour

1. References:

- a. DoD, Joint Travel Regulations, Chapter 5: Permanent Duty Travel, Part B: Civilian Employees Only/Section 11d: Service Agreements (Tour of Duty Requirements).
- b. DoDI 1400.25, Volume 1230, DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights 26 Jul 12
- c. AR 690-300, Chapter 301, Overseas Employment, 15 Oct 87.
- d. AK 690-3, Overseas Tours of Duty, 7 Dec 09
- e. Collective Bargaining Agreement between USFK/EUSA and NFFE, Local 1363, 15 Mar 02. (Non-Supv)

2. Your current overseas tour is curtailed effective 16.

3. This action is being taken because keeping you in the overseas cause unexpected financial burden to government.(REASON)

4. This curtailment decision is in the best interest of the Army. Therefore, I am releasing you from your transportation agreement and directing you to exercise your statutory return rights.

5. You will exercise your return rights IAW your transportation agreement to Gaining Organization Info.

6. You need to immediately notify your landlord that you are terminating your lease in 30 calendar days and need to recoup the unearned lease amount. Attached is the termination notice form. The CPAC Allowance Assistants, at the Area IV CPAC, will calculate the amount owed by your landlord. Copies of the completed notice need to be given to your landlord, the Area IV Housing Office, and the CPAC Allowance section.

7. You will have 6 work days from receipt of this memorandum to complete and return the enclosed Request for PCS or Reemployment Leave Orders (Civilian) to Area IV Civilian Personnel Advisory Center (CPAC), Camp Henry, Daegu, Korea. Failure to return the enclosed forms within 6 work days could result in separation from your position in the Federal service under adverse action procedures.

Office Symbol

SUBJECT: Notice of Curtailment of Overseas Tour

Between now and 20 May 16, you need to complete out processing. You are to report to the CPAC Allowance Assistants, at the Area IV CPAC within 6 work days to begin the out processing process.

8. If you have any questions regarding the regulatory or procedural aspects of this action you may contact your Human Resources Specialist, CHRA Far East Region, Area IV CPAC Personnel Services Division (PSD), Camp Henry, Daegu, Korea at 0503-368-6627.

9. If you disagree with this action, you may reply to this notice in writing. Your reply should focus on why your tour should not be curtailed and must be submitted to me within 7 work days from receipt of this notice. Any and all responses will be given full consideration. If you do not reply, the curtailment of your overseas tour will be effected as stated.

10. If you believe the decision in this matter was based on discrimination on the basis of race, color, religion, sex, national origin, age, physical or mental disability, genetic information and/or reprisal for prior protected EEO activity, you may file a discrimination complaint by contacting the Equal Employment Opportunity Office, USAG Daegu, Unit #15746 (Attn: IMDA-EE), APO AP 96218-5746, or by telephone at 315-768-8634, (COM) 011-82-53-470-8634. In order to be timely, you must contact an EEO counselor within forty-five days of the effective date of this action.

11. Unless leave is requested and approved, you will remain on administrative leave until the effective date of your curtailment. **(Only if necessary)**

12. A copy of the Standard Form 50, Notification of Personnel Action, documenting this action will be mailed to you separately.

13. Please sign and date below to show that you received this memorandum. Your signature does not signify your agreement with the contents of this memorandum, but merely indicates that you received this memorandum. Failure to sign the receipt does not affect the validity of this memorandum.

Name of Approving Officer
Signature Block

I received a copy of this memorandum.

Date: _____

Signature: _____

Name of Employee

STAFF SUMMARY SHEET						DATE:			
US ARMY GARRISON DAEGU									
NO	TO	ACTION	CONCUR	NON CONCUR	SIGNATURE (SURNAME), GRADE & DATE	NO	TO	ACTION	SIGNATURE (SURNAME) & DATE
1	DHR								
	USAG Daegu								
	Cmd								
	1Admin								
	2DGC								
	CSM					REMARKS:			
	3CDR								
STAFF/ORGANIZATION			ACTION OFFICER:			PHONE NO:		SUSPENSE DATE	
IMDA-						768-			
SUBJECT: Request for Curtailment of Overseas Tour –									
PURPOSE: To obtain the Deputy to the Garrison Commander's review and approval of request for Curtail of Overseas Tour memorandum.									
RECOMMENDATION: That the Deputy to the Garrison Commander approve the enclosed request for curtailment.									
DISCUSSION: 									
RESOURCE IMPACT: N/A									
DIRECTOR SIGNATURE BLOCK									



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-

MEMORANDUM FOR Commander, United States Army Garrison Daegu, Unit #15746, APO AP 96218-5746

SUBJECT: Request for Curtailment of Overseas Tour

1. References:

a. DoD, Joint Travel Regulations, Chapter 5: Permanent Duty Travel, Part B: Civilian Employees Only/Section 11d: Service Agreements (Tour of Duty Requirements).

b. DoDI 1400.25, Volume 1230, DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights 26 Jul 12.

c. AR 690-300, Chapter 301, Overseas Employment, 15 Oct 87.

d. AK 690-3, Overseas Tours of Duty, 7 Dec 09.

2. Reasons for request

3. The following additional information is provided:

a. Date arrived Korea:

b. Previous duty station:

c. Date transportation agreement expires:

d. Current DEROS:

e. Requested DEROS:

f. I did/did not take Renewal Agreement Travel (RAT).

g. Date RAT completed:

4. The point of contact for this memorandum is the undersigned at 768- or e-mail.

NAME
DUTY TITLE



DEPARTMENT OF THE ARMY
HEADQUARTERS, 19th EXPEDITIONARY SUSTAINMENT COMMAND
UNIT #15015
APO AP 96218-5015

EANC-JA

10 Jun 16

MEMORANDUM FOR CDR, USAG-Daegu, Unit #15746, APO AP 96218-5746

SUBJECT: Legal Review – Policy Letter #90, Curtailment of Overseas Tours

1. References:

- a. AR 690-300, Chapter 301, Overseas Employment, 12 Aug 94.
 - b. DoDI 1400.25, Volume 1230, DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights, 26 Jul 12.
2. There is no legal objection to Command Policy Letter #90, Curtailment of Overseas Tours
 3. Direct any questions concerning this legal review to me at DSN 763-4433.

FOR THE STAFF JUDGE ADVOCATE:

A handwritten signature in black ink, appearing to read "Tulsi L. Rogers", is written over a horizontal line.

TULSI L. ROGERS
CPT, JA
Chief Administrative Law Attorney